

TERMS OF REFERENCE

Position Title: Operations Officer

Practice Area or Hub: Operations

Location: SSN, Cape Town

Start date: As soon as possible

Remuneration: R28 000 – R35 000 dependent on experience

About SouthSouthNorth

SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region. We enhance developing countries' access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision makers in delivering climate compatible development by informing policy formulation and implementation. We bring good governance to management of donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

About the Role

The Junior Operations Officers main purpose will be to support the technical and strategic implementation of SSN's operations and organisational workflow – whilst playing a pivotal role in the planning and implementation of the financial aspects of project implementation. The role also includes operationalising workflow systems, and the last-mile implementation and subsequent ongoing maintenance of the organisation's financial architecture.

Roles and Responsibilities:

Project Operations will include but not be limited to:

- Budget design, construction and implementation oversight
- Bid submission management
- Project resourcing
- Programme-level financial management
- Reporting on financial and operational deliverables

Organisational Operations and Workflow Management will include but not be limited to: The design, building, maintenance and analysis of systems and processes that collate and track project and organizational information with the goal of creating efficiencies and improving decision-making within every level at SSN.

Competences and personal qualities required

- Problem solving and decision making skills
- Strong analytical and communication skills
- Ability to self-manage deadlines and workflows
- Exceptionally accurate and efficient in quantitative work
- Ability to work within a flexible and fluid work environment.
- Eagerness to learn new approaches to data handling.
- A grasp of general business accounting experience/ exposure.
- Patience, resourcefulness and a willingness to help others and work in a team

Additional/Desirable

- Prior experience using Sage Evolution, preferably as an advanced user in a supporting role, a Super User or a Certified Professional.
- Experience working on and with Macbooks and Apple OS.
- Experience with spreadsheet-based monitoring and reporting systems in MS Excel 2010 and later.
- Model-building and logistics planning experience.
- Experience with accounting packages and SARS reporting frameworks.
- Technical proficiency in MS Excel (including Pivot Tables and Dashboards, but excluding VBA).

Qualifications

Relevant Degree; BBusSci and preferably 3 years or more of relevant work experience

Application process

To apply, please complete the Google Form, upload your C.V. and Cover Letter via the following link [Operations Officer](#)

SSN is looking to recruit the Junnior Project Officer as soon as possible, with a preference for a strong candidate who can start work immediately. Application closing date 10 April. Unfortunately we are not able to offer feedback on any application made for this job posting. SouthSouthNorth reserves the right not to make an appointment.